



Overview of Ethical Considerations

- **Employee Participation:**

- A department director may authorize a City employee to plan or otherwise participate in the COACCC campaign if the employee's involvement does not impair his/her efficiency in accomplishing regular work.
 - Employee time may not exceed 10 hours a week, and 40 hours overall, for any one employee during the campaign.
 - Fundraising events must be limited to the designated COACCC campaign time period.
 - The City Manager expects that managers and supervisors will see to it that no loss of service or efficiency is experienced and that employees are not devoting undue time to the campaign.
- The COACC campaign is a strictly voluntary, teambuilding activity. Employees shall not be required to donate to the campaign or to a participating charity or to participate in campaign fundraising activities.
 - Consider including a disclaimer in every email sent regarding COACC: *"Participation in this event and the Combined Charities Campaign is **optional**. Employees are encouraged but in no way required to participate."*
- Employees may be informed about the campaign and about the good works that donations accomplish.
 - Avoid statements like *"we are looking for 100% participation."*

- **Use of City Resources:**

- No City property may be donated, sold, or auctioned off at a fundraising event for the COACCC campaign.
 - For example, tickets to an event donated to the City may not be used as an item for a silent auction.
- If City facilities (such as meeting rooms or recreational facilities) can be scheduled without interfering with regular work or service to City customers, these facilities may be used in the campaign with the approval of the appropriate department director. Because this use is a City event, fees do not accrue.

- **Soliciting Donations:**

- The COACCC campaign must be conducted in accordance with personnel policies and the City Code of Ethics.
- Donations from vendors, the regulated community, and City customers may not be solicited or accepted, except to the extent that a City customer, acting as an individual, buys a minor item or service at a fundraising event.
- An event should not ordinarily be held where City service customers would be the primary population being solicited. Care should be taken that City service customers do not feel pressured to donate.

- **Fundraising Events:**

- State law prohibits City employees from holding raffles.
 - A raffle is awarding a prize by chance among a group of people who have paid for a ticket that represents a chance to win the prize.
- Fundraising events that are acceptable:
 - Sporting events (i.e. a softball tournament with an entry fee to play)
 - Silent auctions
 - Bake sales
 - Picnics
 - Selling breakfast tacos
- City employees must be the primary population being solicited and must contribute personal funds or property for sale or use at the event.
 - Can invite employees from other departments to participate.

Please reach out to the Ethics & Compliance Team with any questions you have related to the Combined Charities Campaign:
ethicscompliance@austintexas.gov or 512-974-2180.